



ASSOCIATE GOVERNMENTAL PROGRAM ANALYST MULTI-DEPARTMENTAL PROMOTIONAL EXAMINATION JY35/5393

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION TYPE: This is a multi-departmental promotional examination. Competition is limited to State employees who have a permanent civil service appointment with one of the departments listed below.

Health and Human Services Agency
Department of Aging
Department of Child Support Services
Department of Community Services Development
Department of Developmental Services
Department of Health Care Services
Department of Health Services
Department of Mental Health
Department of Public Health
Department of Rehabilitation
Department of Social Services
Emergency Medical Services Authority
Managed Risk Medical Insurance Board
Office of Statewide Health Planning and Development
Office of Systems Integration

WHO SHOULD APPLY: Applicants who have a permanent civil service appointment with one of the departments listed above and meets the minimum qualifications as stated below may apply and take this examination. Under certain circumstances, other employees may be allowed to compete. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

Applications are available through the Internet [at http://www.spb.ca.gov/employment/employment_app2.htm](http://www.spb.ca.gov/employment/employment_app2.htm) and at the testing office shown below. Applications may be filed in person or by mail with:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH SELECTION UNIT

In Person: 1501 Capitol Avenue, Suite 1501
By Mail: MS 1701
P.O. BOX 997378
Sacramento, CA 95899-7378

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

The Final Filing Date is July 9, 2007. The Written Test Date is August 25, 2007.

SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

FINAL FILING DATE: Applications must be received by **July 9, 2007, 5:00 pm** the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

SALARY: \$4,255–\$5,172

WRITTEN TEST DATE: The written test will be administered on **August 25, 2007**, and will be given in such places in California as the number of candidates and conditions warrant. Applicants meeting the minimum qualifications will receive notice of the specific time and location of their written test. Competitors who do not appear for the written test will be disqualified and eliminated from the examination process

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the written test.

REQUIREMENTS FOR ADMITTANCE TO EXAMINATION: All applicants must meet the education and/or experience requirements as stated on this examination announcement by **August 25, 2007**, the Written Test Date. Submitting an application for this examination indicates that you have read, understood, and possess the minimum qualifications as required.

MINIMUM QUALIFICATIONS: Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

Either I

One year of experience performing the duties of a Staff Services Analyst, Range C. (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

Or II

Experience: Three years of professional analytical experience performing duties in one or a combination of the following or closely related areas: budgeting, management analysis, personnel, planning, program evaluation, or policy analysis. (Experience in California State service applied toward this pattern must include at least one year in a class at a level of responsibility equivalent to that of a Staff Services Analyst, Range C.) (One year of graduate work in public or business administration, industrial relations, psychology, law, political science or related field may be substituted for six months of the required non-supervisory experience.)

AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

DEFINITION OF TERMS IN MINIMUM QUALIFICATIONS: Applications will be evaluated on the minimum qualifications using the following criteria.

- A. Education:** “equivalent to graduation from college” means applicant must possess a Bachelor’s degree or its equivalent from an accredited or approved four year institution.
- B. Experience:** means work experience, which is equivalent to full-time (paid or volunteer). Part-time experience or work performed as part of another job must be pro-rated.
- C. Performing the duties of:** means the applicant must have been appointed to and performed the duties in the identified classification (or performed duties of an official Training and Development assignment in the identified class) for the specified amount of time.
- D. Duties of a class at a level of responsibility to:** means the applicant must have state civil services experience of the type and length of time in a class at the same (or higher) level of responsibility as the class specified.
- E. Professional analytical experience:** is defined as, in addition to staff work, substantial responsibility for problem definition, development of a unique project plan, identification of alternative solutions, implementation of the desired course of action and monitoring the results.
- F. Staff work:** is defined as, the accumulation of information or data according to generally established criteria from source documents or persons, restructuring or combining information into new information useful for decision making, writing narrative descriptions of the information, and applying the information to established criteria to develop recommendations or approve actions in accordance with established standards.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others and a state of health consistent with the ability to perform the assigned duties of the class.

EXAMINATION INFORMATION: This examination will consist of a Written Test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified

WRITTEN TEST SCOPE:

1. Written Communication
2. Arithmetic Calculations
3. Analyzing, Interpreting, and Applying Written Material
4. Situational Workplace Scenarios

ELIGIBLE LIST INFORMATION: Possession of the entrance requirements does not assure a place on the eligible list. Separate promotional eligible lists will be established for each participating department. All successful candidates will be ranked on their department's eligible list according to their final scores. Each departmental promotional eligible list will expire 12 months after they are established unless the needs of the service and conditions of the lists warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) sub-divisional promotional, (2) departmental promotional, (3) multi-departmental promotional, (4) servicewide promotional, (5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

POSITION DESCRIPTION: An Associate Governmental Program Analyst performs a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis; conducts and/or reviews analytical studies and surveys; formulates procedures, policies and program alternatives; makes recommendations on a broad spectrum of administrative and program-related problems; reviews and analyzes proposed legislation and advises management on the impact or potential impact; participates on or acts as team, conference, or task force leaders on larger studies; coordinates the efforts of representatives of various governmental agencies; and represents the State or given department as assigned.

Positions are located statewide with the departments listed on this examination announcement.

VETERANS' PREFERENCE: Veterans Preference credit is not granted in promotional examinations.

QUESTIONS? If you have any questions concerning this announcement, please contact your department directly at:

Health and Human Services Agency – Kim Yong at (916) 654-3459 or YKim@chhs.ca.gov

Department of Aging – Annette Roberts at (916) 419-7527 or ARoberts@aging.ca.gov

Department of Child Support Services – Martha Rojo-Jaramillo at (916) 464-5075 or Martha.Rojo-Jaramillo@dcss.ca.gov

Department of Community Services Development – Patricia Hapgood at (916) 341-4325 or PHapgood@csd.ca.gov

Department of Developmental Services – Peggie McQuillan at (916) 654-1861 or Peggie.McQuillan@dds.ca.gov

Department of Health Care Services – Fil Tucker at (916) 552-8347 or Fil.Tucker@dhcs.ca.gov

Department of Mental Health – Gina McCann at (916) 653-8552 or Gina.McCann@dmh.ca.gov

Department of Public Health – Dierdre Gaines at (916) 552-8343 or Dierdre.Gaines@cdph.ca.gov

Department of Rehabilitation – Victoria Medina-Perez at (916) 263-8766 or VMedinap@dor.ca.gov

Department of Social Services – Estela Hernandez at (916) 654-9563 or Estela.Hernandez@dds.ca.gov

Emergency Medical Services Authority– Karen Deguire at (402) 322-4336 or Karen.Deguire@emsa.ca.gov

Managed Risk Medical Insurance Board – Julia McLean at (916) 323-4138 or JMclean@mrmib.ca.gov

Office of Statewide Health Planning and Development -Christina Lopez at (916) 654-1823 or CLopez@oshpd.ca.gov

Office of Systems Integration – Marva Lee at (916) 263-4132 or Marva.Lee@osi.ca.gov